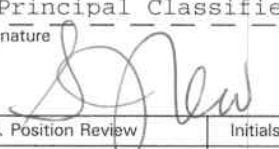


POSITION DESCRIPTION *(Please Read Instructions on the Back)*

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation <i>(Show any positions replaced)</i> Standard MWR NAF PD								3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field				4. Employing Office Location				5. Duty Station				1. Agency Position No.											
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt								8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest				9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				6. OPM Certification No.															
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CRI)								11. Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither				12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive				13. Competitive Level Code															
15. Classified/Graded by								Official Title of Position				Pay Plan				Occupational Code				Grade				14. Agency Use CNIC							
a. Office of Personnel Management																								Initials				Date			
b. Department, Agency or Establishment																															
c. Second Level Review								Bartender				NA				7405				04				JN 12-31-01							
d. First Level Review																															
e. Recommended by Supervisor or Initiating Office																															
16. Organizational Title of Position <i>(if different from official title)</i>								17. Name of Employee <i>(if vacant, specify)</i>																							
18. Department, Agency, or Establishment								c. Third Subdivision																							
a. First Subdivision								d. Fourth Subdivision																							
b. Second Subdivision								e. Fifth Subdivision																							
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.								Signature of Employee <i>(optional)</i>																							
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that								this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																							
a. Typed Name and Title of Immediate Supervisor								b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>																							
Signature _____								Date _____								Signature _____								Date _____							
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.								22. Position Classification Standards Used in Classifying/Grading Position FWS JGS For Bartending 7405, TS-33 Sept 74																							
Typed Name and Title of Official Taking Action S. J. NEW Principal Classifier								Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																							
Signature 								Date 12-31-01																							
23. Position Review								Initials				Date				Initials				Date				Initials				Date			
a. Employee <i>(optional)</i>																															
b. Supervisor																															
c. Classifier																															
24. Remarks																															
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>																															

NONAPPROPRIATED FUND POSITION DESCRIPTION

JOB TITLE: Bartender **POSITION NUMBER** 01-0100

JOB SERIES: 7405 **PAY LEVEL:** NA-4

Summary of Duties: Mixes and serves premixed alcoholic and nonalcoholic beverages from a full service bar. Serves liquor, soda, beer, and wine. Prepares alcoholic drinks by selecting proper premix and garnish. Prepares garnishes for mixed drinks. Receives payment or charges to members account. Makes change and is accountable for cash fund. Assists in taking inventory and maintaining records. Keeps bar area clean and keeps area stocked properly at all times. Washes bar equipment, glassware, and utensils. May perform other sanitation duties within assigned work area as required.

Performs other related duties as required. (Must meet minimum age requirements.)

Skills and Knowledge: Ability to read and comprehend the English language and write legibly. Skill in preparing beverages according to name request from guests. Ability to recognize intoxicated or unruly patrons and to resolve the problem or seek assistance if needed. Knowledge of cash handling procedures.

Responsibility: Receives general instructions from supervisor. Independently performs duties according to standard operating procedures.

Physical Effort: Must walk or stand for prolonged periods of time. Frequent light to moderate lifting of objects weighing up to 20 pounds, and occasionally lifting up to and over 40 pounds. Uses dolly to transport beer kegs.

Working Conditions: Works inside with adequate lighting, heat, and ventilation. Subject to cuts, bruises, and chapped hands.